



USAID | NIGERIA

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Solicitation Number:	AID-620-S-17-00001
Solicitation is open to:	All Interested Candidates
Opening date:	November 16, 2016
Closing date:	November 29, 2016
Position Title:	IP Shipment and Travel Liaison
Work hours:	40 hours (Full time)
Position Grade:	FSN 7
Salary:	N4, 766,721 p.a (starting basic salary). In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.
Period of Performance:	Five years renewable.
Place of Performance:	Abuja, Nigeria.
Who May Apply:	Nigerians Only (Resident in Nigeria).

BACKGROUND:

The United States Agency for International Development (USAID) Nigeria is seeking to employ a suitable and qualified candidate for the IP Shipment and Travel Liaison position in the Executive Office (EXO).

BASIC FUNCTION OF THE POSITION:

The purpose of this position is to serve as an IP Shipment and Travel Liaison for the Executive Office, USAID Nigeria. The incumbent performs a variety of duties (for Implementing Partners [IPs]) relating to shipping and logistics responsibilities, including but not limited to facilitating clearance of incoming shipments, arranging the export formalities on outgoing shipments, travel, logistics and principally acting as a liaison between USAID Nigeria and all of its IPs on administrative and logistical issues. The incumbent also assists Travel Assistant with arrangement of in-country and international travel on behalf of Mission staff.

MAJOR DUTIES AND RESPONSIBILITIES:

a. Receives notice of incoming shipments, collects Ocean Bills of Lading/Airway Bills and other support documentation, and sends them to the Ministry of Budget and National Planning (MBNP) for forwarding to the appropriate Ministry in order to obtain necessary exemption documents for the clearance of goods. Follows up with MBNP to see that exemption documents are obtained promptly, and resolves any problems that arise. Upon receipt of documents, arranges for exemption documents to be handed over to shipping agents for the clearance and delivery of shipments to the appropriate locations. Receives shipments and ensures integrity of items shipped. Maintains an inventory of items purchased and shipped, collaborating with the General Services Office (GSO) - Shipping and Warehouse staff, as necessary. Reviews Clearing Agent authorized third party bills to ensure they are consistent with approved USG rates for clearing goods, and forwards bills to the appropriate IP for settlement.

b. Acts as liaison between USAID/Nigeria and all IPs on issues including, but not limited to:

- Prepares Introduction Letters to Nigerian Embassies abroad, requesting issuance of various visa (Subject to Regularization, Business, and Tourist) for IP and non-diplomatic staff of USAID, and follows through to ensure visas are obtained promptly, resolving problems that may arise.
- Regularizes the stay of expatriates (e.g. IP expatriates and non-diplomatic staff of USAID) after their arrival in Nigeria, and facilitates issuance of multiple-entry visas and CERPACs (Resident Permits), by requesting MBNP to issue a letter of request to the Nigerian Immigration Service (NIS). Upon receipt of the letter from MBNP, follows the request up with the Nigerian Immigration Service and ensures all relevant visas and permits are issued.
- Processes renewal/extension of Visas, business permits, and resident permits for expatriates (IP and non-diplomatic staff of USAID);
- Facilitates registration of IPs with the Ministry of Budget and National Planning (MBNP);
- Processes VAT exemptions and other tax-related issues;
- Facilitates shipping and transportation (of official commodities, pets, Household Effects, Unaccompanied Baggage, or Personally-Owned Vehicle);
- Facilitates registration of Official Program Vehicles with the Federal Road Safety Commission;
- Facilitates processing of Pet Import/Export Permits from the Ministry of Agriculture;
- Troubleshoots Aviation/Airport issues;

- Processes applications for program vehicle insurance, and advises on Nigerian Government policies related to this action
- Handles all issues relating to the transfer and sale of POVs for IPs.
- Facilitates obtaining branding labels for IPs, and tags for project vehicles, POVs, and processing of drivers licenses for non-diplomatic staff of USAID.
- Handles all administrative and logistics support requested by IPs, as time permits.

c. Develops contacts with host-government officials (especially with the officials of MBNP and NIS), handling issues affecting IP operations in Nigeria. Develops and maintains a data base showing contact information for the host-government officials mentioned above, to include names, addresses, telephone numbers, Ministry, etc. The data base is updated on a regular basis.

d. Serves as a backstop and assistant to the Travel Assistant. Duties include but are not limited to processing international and in-country travel requests and authorizations using Agency-approved software (e.g. EXOApps and E2). Liaises across Mission offices to coordinate scheduling and paperwork for approval of in-country travel; coordinates with RSO Liaison to track approval/denial rates for in-country travel.

QUALIFICATIONS/ EVALUATIONS CRITERIA:

Education: Minimum of College/University Studies in Public Relations, Business Administration, Transportation Planning and Management, Supply Chain Management or related courses is required. Educational equivalents will not be accepted.

Prior Work Experience: Minimum of three years of progressively responsible experience in any of the following: Shipping, Transportation, Travel, Clearing, or Logistics industry is required.

Post Entry Training: Self-study of the ADS and FAM regulations, on the job

Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level IV English ability (fluent) is required.

Job Knowledge: A good working knowledge of host government standardized regulations and procedures regarding shipping and custom clearance are required.

Skills and Abilities: Must possess advanced liaison skills to tactfully and effectively deal with host country customs and government officials, IP staff/ Chiefs of Party, US Embassy personnel, and other USG personnel and visitors. Must be able to provide routine status reports to supervisor and Supervisory EXO as requested.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to: AbujaHRAID@state.gov

**** Mailed (paper/hard copies) applications will NOT be accepted.**

REQUIRED DOCUMENTS:

1. Signed Application for US Federal Employment (DS-174); or a current resume or curriculum vitae that provides the same information as a DS-174.
2. Any documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, NYSC certificate/exemption etc.).
3. A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised. Please reference the job title and announcement number on the application letter.
4. Limit all electronic (e-mail) submission to one entry/email not larger than 5MB. Please submit attachments in PDF and Word formats (version 2003 or later version).
5. E-mails received without the appropriate subject line and incomplete applications will not be considered. Applications must contain the solicitation number and position title.

Note:

- Only short-listed candidates will be notified
- This solicitation is open only to Nigerian Nationals.
- Applications with insufficient information to make a determination will not be considered.
- Any/All application submissions after the closing date will not be considered.
- No in-person appointments or telephone calls will be entertained.

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